

Memorandum



Subject

Designation of Civil Process Clerks
For Service Process

Date

July 20, 2005

To:

Honorable Michael N. Milby
Clerk, U.S. District Court
Southern District of Texas

From:

CHUCK ROSENBERG
United States Attorney

Please be advised that pursuant to Rule 4(i)(1)(A) of the Federal Rules of Civil Procedure the following persons are designated as Civil Process Clerks for service of process for this office. All of the designated employees are located at Bank One, 910 Travis, Suite 1500, Houston, Texas 77002. All process servers must check in at Suite 1500.

Legal Assistants:

Janice Orta	Ext. 575
Gloria Gross	Ext. 702
Patricia Skoff	Ext. 528
Iris Tan	Ext. 341

The back-ups for service of process, if none of the above are available are:

Paralegal Specialists:

Marianne Bailey	Ext. 532
Dayton Crisp	Ext. 504
Christella Lee	Ext. 373

Legal Support Manager:

Cristina Stennett	Ext. 508
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cc: United States Marshal
U.S. District Clerk's Office
Houston Division
Brownsville Division
Corpus Christi Division
Galveston Division
Laredo Division
McAllen Division
Victoria Division